

**FLEET MANAGER***Class Definition*

Under general direction, plans, organizes, and directs the activities of the General Services Department's Fleet Management Division,

*Distinguishing Characteristics*

The Fleet Manager is a division head in the General Services Department responsible for directing the activities of the Fleet Management Division. The Fleet Management Division acquires, maintains, repairs, and replaces cars, trucks, construction equipment, and other motorized equipment utilized by the City. Reporting to an Assistant Director of General Services, the incumbent exercises considerable independent judgment in directing a system of planned vehicle and equipment acquisition and maintenance. This class differs from that of Transit Maintenance Manager in that the latter class directs the maintenance operation of Fresno Transit. This is an unclassified position in which the incumbent serves at the will of the Director of General Services.

*Typical Tasks*

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned).

Plans, organizes, directs, and reviews the work of subordinate personnel engaged in the repair and maintenance of automobiles, trucks, tractors, and other mechanical equipment, according to industry time standards.

Meets with operating department personnel to determine their equipment and vehicle requirements; writes the requirements into formal technical specifications preparatory to advertising the specifications for competitive bid.

Selects, trains, and evaluates subordinate employees.

Utilizes a computerized equipment management information system to control parts inventory, work standards and cost accounting.

Directs and approves the purchase of inventory parts and materials, contractual services, new and replacement equipment, and other fleet related requirements.

Administers the division budget and reviews all division personnel transactions for completeness, accuracy, and conformance to established policy.

Plans and implements safety and training programs; enforces division policies and procedures; monitors and reviews the accounting and record keeping systems for adequacy and accuracy.

Reviews maintenance complaints, employee grievances, disciplinary actions, vehicle accidents involving negligence; develops corrective recommendations.

Performs related duties as required.

### *Knowledge, Abilities, and Skills*

Knowledge of the principles and practices of centralized fleet management, including acquisition, maintenance, repair, disposition, and parts inventory control.

Knowledge of modern municipal management and public administration, including budget and fiscal operations and controls; planning, organizing, directing, and evaluating staff, and personnel administration.

Knowledge of the principles of applying and evaluating industry time standards relating to the repair and maintenance of a wide variety of automotive, heavy duty, agricultural, and construction equipment.

Knowledge of budgeting, cost accounting procedures, and management information systems relating to a large fleet maintenance operation.

Knowledge of the hazards and safety precautions of the trade including pertinent sections of CAL-OSHA.

Ability to communicate orally and in writing.

Ability to plan, organize, and supervise the work of a varied staff of skilled, semi-skilled and unskilled tradesmen and office employees.

Ability to develop and interpret specifications for the purchase of vehicles and equipment.

Ability to establish and maintain working relationships.

### *Minimum Qualifications*

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Automotive Technology or a closely related field, and three years of supervisory or administrative experience in the maintenance and repair of a fleet of automotive equipment. Additional qualifying experience may be substituted for the required education on a year for year basis.

*Necessary Special Requirements*

Possession of a valid California Driver's License at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Personnel

DATE: \_\_\_\_\_

MR/JB/al/05/21/86  
3868C/O111C